



STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
OFFICE OF STATE FIRE ADMINISTRATION



TEL: (860) 627-6363
Jeffrey J. Morrisette
State Fire Administrator

34 PERIMETER RD. WINDSOR LOCKS, CONNECTICUT 06096

MINUTES OF THE MAY 30, 2006 MEETING OF
THE COMMISSION ON FIRE PREVENTION AND CONTROL

Chairman Peter Carozza called the meeting to order at 9:32 a.m. with the following members present: Commissioners Blashchik, Kowalski, Nicol, Ouellette, Stankye, Walsh and Wilkinson.

Staff members Lewandowski, Lewis, Morrisette and Piechota were present.

Attendees took a moment to pledge allegiance to the American flag.

A guest to the meeting was identified as Deputy Commissioner Wayne Sandford, Department of Emergency Management and Homeland Security (DEMHS).

Chairman Carozza welcomed Deputy Commissioner Sandford to the meeting.

Chairman Carozza moved to Agenda Item 2, Approval of minutes of the April 28, 2006.

A **MOTION** was made by Commissioner Wilkinson and **SECONDED** by Commissioner Nicol to approve the minutes of the April 28, 2006 meeting. Motion carried.

A **MOTION** was made by Commissioner Stankye and **SECONDED** by Commissioner Kowalski to approve the staff report for the period of April 15, 2006 through May 14, 2006. Motion carried.

Moving to item 4a.) Budget/Staffing Update –Mr. Morrisette reported regarding the budget. Funding in the new fiscal year for the supplemental grant award program will be doubled to \$200,000. One problem is the way the appropriation was made with \$100,000 as a grant line item and the other \$100,000 in the agency's Other Expenses Account. We will have to go to the Fiscal Advisory Committee (FAC) to request the funding be transferred to the correct account. We will ask Department of Administrative Services (DAS) to move forward with that request as quickly as possible, as soon as the new fiscal year begins. Mr. Morrisette also stated that he has a call into the Comptroller's office to meet with someone there and requested that records be forwarded to us as it relates to the Regional Fire Schools' budget administration as these now fall under the Commission on Fire Prevention and Control's budget. They are going to forward us the reports from past years and it would be his intent to also meet with the Office of Policy and Management (OPM) to discuss reporting requirements. He said we'll be moving on that as quickly as

possible and he told the Regional Fire Schools at their meeting last week that we don't want any delays and we want to ensure a seamless transition.

Mr. Morrissette also reported that we submitted our formal grant request to DEMHS as it relates to two durational positions totaling \$150,000. They will formalize that paperwork for signatures this week as funds need to be committed by June 1st as per the Governor's request. One will be a Planning Analyst type position and the other will be a Trainer Coordinator type position. The Planning position is to support the Chiefs Statewide Fire Rescue Disaster Response Plan and the Trainer position will be in support of NIMS/Homeland Security related training.

Moving to item 4b.) CSFA Education Committee Update –Commissioner Wilkinson reported that the Education Committee continues to meet on a monthly basis. As far as the Regional School projects are concerned most of the activities going on now with the Department of Public Works (DPW) relative to the various property acquisition issues all seem to be progressing to various stages of appraisals and MOUs. At the meeting last week, the non-municipal sites like Hartford, Middlesex and Eastern Connecticut Fire School confirmed their desire to have the Commission on Fire Prevention and Control hold the property titles on their behalf and were greatly appreciative of the actions the Commission took at last month's meeting. The Education Committee which is a Committee of the State Firefighters' Association has a By Law revision proposal that will be addressed at this years CSFA convention that will make that a Standing Committee and the current language of that By Law includes the State Fire Administrator and two members of the Commission on that Standing Committee. He also said that the legislative session has now ended and the Bond Bill was not acted upon although the Governor had proposed the second \$10 million as part of that package. There doesn't seem to be any clear direction whether there will be a follow-up session to address Bonding or not. The next meeting is June 22nd in Wethersfield.

Moving to item 4c.) Service Voucher Update – Mr. Morrissette reported regarding the Limited Access Highway (LAH) Supplemental grant award program. In the current fiscal year we've made good headway over the past month. It appears approximately ten eligible fire companies have not made an effort to contact us despite letters being sent and phone calls made to them. That funding will be lost and cannot be rolled over to the new fiscal year. There is \$200,000 available in the new fiscal year so the grant funding will nearly double. We will encourage companies to take a check instead of the voucher as it is less of an accounting burden for us.

Commissioner Ouellette asked if companies that didn't respond or use their voucher will qualify for future funding.

Mr. Morrissette remarked yes, it will not impact future funding.

Moving to item 4d.) New London County IMT Recognition – Chairman Carozza stated that we still have not heard from Chief DeLia therefore we will continue to table this item.

Moving to item 4e.) Certification Skills Time Limits – Mr. Piechota reported that as Commissioners are aware, there is a desire to consider whether or not the Commission wishes to establish time limits for some or all of the practical skills testing that is completed. Each Commission representative was going to go back to their respective organizations to get a sense as to whether or not the organization would like us to consider this. He asked for any updates and whether or not we should move forward in that direction.

Vice Chairman Kowalski stated for the purposes of discussion he would make a MOTION.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Stankye to ask the Certification Division to come up with a time limit plan to be approved at a later date.

Commissioner Schenck arrived at 9:45 a.m.

Commissioner Ouellette stated in speaking with the various fire service personnel there are mixed feelings on the proposal and he has mixed feelings as well. He said candidates shouldn't take forever to perform a skill however this has not been an issue before and was brought up by some of the evaluators. He said the evaluators have to take a little more responsibility out there instead of creating more regulations that may create problems. We should take a look and see if evaluators make a decision that it takes too long and fail a candidate whether it creates a problem, then we could address the issue at that time.

Vice Chairman Kowalski said he agrees with Commissioner Ouellette however, he spoke to some evaluators during a practical skills evaluation and some of the comments he heard were very good. He said one of the problems that exists for example with knots; one candidate may be given five minutes and the next candidate could arbitrarily be given ten minutes and it may not be viewed as a negative but it could be very subjective and that's the concern he has. He said maybe we should take a shot at coming up with a list of times.

Commissioner Ouellette remarked that is a very good idea and eventually the Commission may have to establish some times but he's not sure that this is the right time to do it. He said his concern is sometimes when you try to impose too many regulations we get a lot of resentment from our customers.

Commissioner Brady arrived at 9:50 a.m.

Mr. Piechota remarked that following up on the motion, he recommends that the Certification Division formulate a small Subcommittee of subject matter experts; our evaluators and instructors and over the next couple of months take a look at all the things that we do and come back with some recommendations as to which if any skills should

have times and in the fall convene a small Subcommittee of Commission members to present that. The two groups would then work together to make a final recommendation sometime in the fall to the Commission to see if this is the direction we want to go or after careful review, we may not have to do anything.

State Fire Administrator Morrissette asked Deputy Commissioner Sandford to provide some historical perspective on the psycho-motor skills time limit issue as times were established through pilot testing down in Bridgeport back in the early 1980's.

Deputy Commissioner Sandford remarked that many years ago the Commission spent quite a bit of time going out and timing skills both on the Recruit classes that were conducted in Bridgeport and some volunteer testing as well. We actually came up with some times to evaluate different skills but when it came time to implement them the horsepower wasn't there. The Commission wanted to implement the time limits. He said it is a lot of work and you can't arbitrarily say it takes three minutes to do a certain skill you really need to go out and do a time analysis to determine what the time limit is.

Commissioner Nicol said he thinks what Mr. Piechota suggested is reasonable, but his concern is the standardization of our certification process because we should be consistent in our evaluations. He said he doesn't think it's a good idea leaving it up to the evaluators.

Commissioner Schenck apologized for being late. He said in his short tenure with the Commission and from previous discussions on this issue he thought we were trying to move towards modeling the National Fire Academy (NFA) standards and he is looking for information in terms of where the NFA is going and whether the state of Connecticut has some standards that have already been set-up or promulgated on this issue. He asked if it is our goal to move towards that or to modify it to our state peculiar circumstances.

Mr. Piechota remarked that the standards making body that the Commission and every other entity that does certification in the country uses is the National Fire Protection Association Professional Qualification Standards and those Committees have chosen to remain silent on the matter. He said to his knowledge, there is only one skill out of 75 standards that has a time limit established and that's donning Self Containing Breathing Apparatus (SCBA) in 60 seconds. They have chosen to allow the Authority Having Jurisdiction (AHJ), the Commission in this case, to set any parameters.

Commissioner Johnson arrived at 10:21 am.

Moving to item 5a.) DEMHS Briefing – Deputy Commissioner Sandford gave an overview of their agency activities currently taking place and others planned for the future.

Chairman Carozza left the meeting at 10:30 am.

Commissioner Schenck asked is it the intent to merge all the regional health councils with the DEMHS regions.

Deputy Commissioner Sandford replied yes if it works well in regions one and four. If it doesn't work well, then the Department of Public Health (DPH) will have to come up with another solution. He said they've had meetings with the people that would be involved and so far it looks like it will work.

Commissioner Kowalski asked if there have been any thoughts on the integration of the CMED systems and communications dispatching regional assistance.

Deputy Commissioner Sandford remarked that's going a little faster than some people can handle. He said long term he doesn't think anything is out of the possibility and they are currently negotiating with the Department of Public Safety (DPS) that operates a message center out of Middletown. He said currently a local fire chief needing a Foam Trailer has to call one number, if they need a Decontamination Trailer they call another number. They've had a couple of meetings on this and they're trying to hopefully have one number where a fire chief could request whatever asset the state has by calling one number and hanging up the phone and the message center would get a respondent out.

Commissioner Johnson asked who the point of contact is at DEMHS working on the regional emergency evacuation plan.

Deputy Commissioner Sandford replied for Commissioner Johnson's area it would be Mary Rose Duberek.

State Fire Administrator Morrissette asked if the abandoned mill surveys were done in concert with the local fire departments and whether each department will receive the results of the survey.

Deputy Commissioner Sandford said yes, they went through their regional offices to either the local emergency management director and or the fire chief to get the information and DEP is working on sharing the results with departments.

He also said one of the other things they'll probably start working on in late June is to call a meeting to bring the leaders of all the state response entities together to try to share procedures.

Commissioner Blaschik said Commissioner Sandford had mentioned about setting up classrooms regionally and asked whether use of the Regional Fire Schools is already in place and if not whether there was a chance to work out utilizing those facilities.

Deputy Commissioner Sandford said they were looking at one in the Norwich area because he thought the best place to put their regional offices was at the Regional Fire Schools. It would be the perfect marriage, having an emergency management area office at a regional fire school because DEMHS would use it weekdays and a couple of nights

occasionally to have meetings and do the things they need to do and then the Regional Schools could use it on weekends for their training. He said because of the way their regional offices are laid out it just doesn't work all that well for them and they're trying to get closer to highways. Each of their regional offices will soon become a regional emergency operations center so they would like to try to mimic what they have at the state somewhat on a regional level. Another thing DEMHS will be doing very shortly although it won't be done by September is they're rolling out a new program called Web EOC because they want to have six ways of communicating with every discipline. They will purchase a software program and issue it to every community in the state so each community can track their request to see the status of responses. He said this would have to go out to bid so it won't happen right away.

Deputy Commissioner Sandford asked the Commission based on his presentation does it sound like DEMHS is going in the right direction and is there anything the Commission thinks they should be doing that he didn't mention today.

Commissioner Walsh asked what the feeling was on the fire service in general as far as falling into this plan and accepting it.

Deputy Commissioner Sandford replied that overall they are getting nothing but positive feedback. He said the picture he gets is everyone seems to be looking for leadership and DEMHS is trying to provide a little bit of that so everyone seems to be falling in line even on the regionalization plan. He said he feels very optimistic at this point but what would help them is improvements to the EMAC process and they are trying to convince the United States Fire Administration (USFA) not to solicit assistance outside the EMAC process (ie., sign-up people willing to volunteer) to go help out another state on a website. They are trying to get them to go through the EMAC process so that when we dispatch firefighters somewhere they are covered, they don't have to wait nine months to get their money back and when they get there they have everything they need. He said they are trying to get the Federal level to follow their own EMAC process and stop having self-dispatching and freelancing and things will go much better. One of the things they are concern with from a state perspective especially in the case of a hurricane, is to make sure that every city has all the assets they need to take care of emergencies in their own community. He said he's aware that they need to do some more work on the USAR Team. There are some big issues that were projected even before the team was ever started, one of them being the pay issue. They are trying to come up with money for a small stipend maybe \$2,000 per member that would go to their sponsoring organization.

Commissioner Nicol asked what the plans are for the 9000 cots DEMHS purchased.

Deputy Commissioner Sandford remarked that they're probably going to keep them in five locations, 1,800 in each region and move them from that location if needed elsewhere.

Commissioner Johnson added that if the fire service didn't have Deputy Commissioner Sandford in the position he currently holds and looking out for us we would be no where near where we are today.

Vice Chairman Kowalski thanked Deputy Commissioner Sandford for his presentation.

Deputy Commissioner Sandford thanked the Commission for allowing him to attend the meeting today and said if there is something that Commissioners hear that they don't feel is going right or they feel that DEMHS should be doing he would like to hear about it.

Moving to item 5b.) Credentialing Overview – Mr. Piechota stated that this item is on the agenda at the request of Commissioner Brady so that the Commission is kept apprised of progress towards statewide credentialing. He said he's on a Subcommittee from DEMHS looking at credentialing and Commissioner Brady has accepted an invitation to participate as well. He attended his first meeting last month and the Subcommittee is being chaired by a Lieutenant from the Old Saybrook Police Department. There are various agencies that have different kinds of credentialing processes in place and the Subcommittee would like to allow each system to work within what they currently have and feed that into a statewide system. He said certification has been recommended as one of the ways to credential the fire service and he feels that they are going to listen very carefully and they have the draft report that was done by the USFA. He said he thinks it's moving forward and he'll keep the Commission informed of any progress.

Commissioner Nicol asked if it appears that we'll follow the national program or will they have a credentialing process for the state of Connecticut.

Mr. Piechota remarked that Deputy Commissioner Sandford was at the last meeting and he thinks it's the goal of DEMHS that the state of Connecticut have a system to credential any and all first responders that exist in the state and to create a statewide system that would also work nationally.

Commissioner Schenck added that he's concerned that there are a number of volunteers interested in participating in these events and if certification is going to be a door opener to participation and secondarily for an improved firefighter coming home in terms of training, we need to be looking at this as both a recruitment, retention and training experience for the locals. This is something to keep in mind in terms of a positive outcome of the process.

Commissioner Brady shared a little on how he got interested in the process. He said Chief Wall of Wallingford is the Chairman of the Volunteer and Combination Officers section of the International Association of Fire Chiefs and in his role during the hurricane last fall he was contacted by FEMA. There were no provisions for credentialing a volunteer and that's where his interests comes particularly from the volunteer side to make sure that there is a vehicle for volunteers to participate and have some type of standardized accreditation and credentialing process.

Moving to item 5c.) Technical Rescue Examinations – Mr. Piechota said a few months ago there was a brief discussion about whether the Commission should begin to consider what we're charging for various levels of certification. Particularly, this came out of some analysis that we did about what it really costs to administer certification for the technical rescue disciplines; confined space, trench, structure collapse, ropes, etc. He distributed to Commissioners a certification examination delivery cost analysis. He said in looking at the rescue technician discipline we're estimating conservatively it costs \$200 per candidate. We currently charge \$12.50 per candidate which means that the Commission is subsidizing the balance. We are certifying approximately 3000 people per year and in the near future the price of certification will increase somewhat as the Commission had granted approval to cover registration of persons nationally to both IFSAC and the Pro Board. That increase in cost is only going to cover that national registration. The bottom line is the Commission charges \$12.50 per person to cover the costs outlined in the document and the Commission has a decision to make as to whether or not we choose to continue to underwrite at this level or not. If there is going to be an increase particularly of this magnitude, then there has to be a lot of discussion and information given to the fire service well in advance of any change. He recommended that the Commission considers forming a Subcommittee to at least begin considering the general fee structure and refer to the cost analysis document for some specific information.

Mr. Lewandowski added that for planning purposes the new training calendar will be put together for September and will go to out to print in October with mailing by November so if the decision is to make any fee changes it's time to get moving on that.

Vice Chairman Kowalski suggested that the Commission look at tabling this while he has discussions with the Chairman to see if they can come up with a Subcommittee of some members from the chiefs' association and some of the people that handle the financial side of things to get a reasonable assessment on our funds.

Commissioner Schenck said being new to the Commission he doesn't know if there's a policy the Commission has adopted in the past in terms of subsidization of training but it seems we should have a general policy and some thoughts of moving towards more of an incremental basis of self-funding so money is freed up to concentrate on priorities of the Commission in terms of training.

Commissioner Nicol added that these numbers are another indicator that we really ought to try to pursue some type of new revenue to offset some of the costs to both our agency as well as to local government. We've been unsuccessful in the past and he knows that this past legislative session the training bill didn't make it through the process but that's the direction we should put our emphasis on as a Commission and try to get some local support to come up with ways to fund training as well as certification.

Commissioner Johnson asked what would be the specific mission of the Subcommittee.

Vice Chairman Kowalski replied it would be to identify the price structures and to investigate future price increases if any or alternate means of funding.

Commissioner Schenck asked if we have a general policy we want to put in place concerning subsidization rather than leaving it open. He said looking at DEMHS' presentation and the drivers of what's going on, a lot of this is being driven by forces outside our area and outside localities and the state. It's more at the federal level and in order to make sure that we've got the people trained and in place we need to make sure we have the funding available from whatever source. That may mean some more from the communities to move our people along so that they are qualified or we're going to be left behind on some of these things.

A general discussion on the issue of identifying and validating a need for a source of revenue to fund entry level training and other training programs ensued.

Following the discussion, Vice Chairman Kowalski said that today we're not able to make any decisions but he would like to at least identify anyone interested in sitting on the Subcommittee and he'll have discussions with Chairman Carozza for input at the next meeting.

Commissioner Brady offered to be a part of the Subcommittee and Commissioner Johnson said he has a lot on his plate but will be happy to assist.

Moving to item 5d.) Health and Safety Officer Certification Expiration – Mr. Piechota said we were asked to postpone for one month the proposal that we had submitted which says the certification for health and safety officer would have an expiration date.

Vice Chairman Kowalski asked if there is any feedback from the organizations as it pertains to this request.

Commissioner Brady said the people that he's talked to agreed that it is part of their job function and does not object to letting the certification expire if the person is no longer in the position.

A **MOTION** was made by Commissioner Nicol and **SECONDED** by Commissioner Wilkinson to approve the proposed Health and Safety Officer Certification Expiration Policy which would expire after two years unless proof of continued service in that position is provided to the Certification Division of the Commission on Fire Prevention and Control within 60 days of the expiration date. Motion carried.

State Fire Administrator Morrisette remarked that it would be our intent to enact as a policy initially and then work that into our Regulations.

Moving to item 5e.) Minor Firefighter Issue – Mr. Morrisette said he wanted to bring this to the Commission's attention. There was an apparatus accident in New Hartford several weeks ago where a firefighter was seriously injured. There were a number of

(junior members) minors on board and the fire department received initial notification from the Department of Labor that they will be cited for having the minors on board the apparatus. This information came to his attention following a meeting of the Litchfield County Fire Chiefs and a number of fire chiefs called stating they feel there is no clear cut information available to them as it relates to minors in the workplace, specifically in the fire service. He said this has been an issue over the years and several years ago he had requested an opinion from the Office of the Attorney General specifically as it related to Explorers serving as members of a fire department. The issue is brought back to the forefront again and it raises a lot of concerns amongst fire chiefs. Mr. Morrisette said the chief of New Hartford forwarded him a letter received by a personnel office from Newtown which identified a list of prohibited activities that he had never seen or heard of as it related to minors. He said we have a meeting scheduled with the Department of Labor's Wage and Enforcement Division to try to get some additional information and look to work with them to schedule some forums within the state to identify specific prohibitions.

Commissioner Johnson asked if departments are using the explorers as actual firefighters.

Mr. Morrisette remarked that from his experience he has heard anecdotally of fire departments that exploit minors and utilize them as their interior structural firefighters during the work week when response staffing is low. In other locations departments are very conservative using minors to provide support activities in the cold zone at an incident. In other departments minors are only involved in training activities. He said there are a lot of questions up in the air and if there is any Commissioner interested in attending the meeting, they are welcome to.

Moving to item 6- Comments from the public- There was none.

Moving to item 7 – Matters to be raised by Commissioners and staff – Commissioner Wilkinson stated that at the last executive meeting of the CSFA he was asked by one of the constituents to bring this to the Commission. This individual has a concern with respect to this year's June Fire School calendar. They felt that because the classes were scheduled Monday through Friday it was undue hardship with respect to the volunteer firefighters in the state. In the interim, that individual also posed the question to State Fire Administrator Morrisette at a meeting of the Education Committee and Mr. Morrisette provided a response. He asked Mr. Morrisette to share his answer for the benefit of the Commission.

Mr. Morrisette asked Mr. Lewandowski from the training division to relay his thoughts.

Mr. Lewandowski stated that years ago the June Fire School was held on weekdays. We began to hold weekend classes and actually found that there was more staff here on weekends than participants. Last year we had about 19 participants on Saturday and about 35 on Sunday so if you look at those numbers to put on five or six programs those numbers don't justify the effort. Traditionally, we have more volunteer participation Monday through Friday than on weekends. Therefore, we made a decision to put our

efforts into the bigger pot by trying to fill the classes up rather than staggering or canceling them. He said it was an experiment and we tried it for a number of years but it came down to attendance figures.

Mr. Morrisette added that the other point he made was that at the conclusion of every June Fire School the training division reviews and evaluates all aspects of the program and collectively they are always looking to try new things. Therefore, if fire service personnel (career and volunteer) keep us apprised of their needs and can provide stable attendance we would consider a weekend date. He said the individual that brought the issue up indicated that a number of fire chiefs and individuals contacted him stating they had a problem with the schedule. Mr. Morrisette said he asked him to direct those people to him because he has not received a call or complaint from anyone. We are very sensitive to the needs of our customers and work to balance our limited resources to meet those needs.

A brief discussion followed.

Mr. Morrisette reported that Nick DeLia, Chief of Groton fire department asked him to pass on that there is a new initiative by the Department of Justice called the National Fallen Firefighters Line of Duty Death State Response Teams. The federal government is looking at supporting one line of duty death response team in each state. It would consist of a chief of chief component, an honor guard component, chaplain component and a survivor's component. They are looking to pilot test ten of these beginning in the fall and Connecticut may be selected as one of the ten states because of the infrastructure we already have in place with our Statewide Honor Guard program. He said he wanted to make Commissioners aware of that initiative.

Mr. Morrisette also stated that we had asked Commissioners for input regarding the CFA Policy Manual and wanted to know if everyone had an opportunity to go to the CFPC website and actually view the various policies which are part of the manual. We are past the deadline for comments and need to begin moving forward. We've also solicited comments from our part-time instructor cadre. He asked Commissioners to submit any last minute comments within the next week. He said it is a living document and we will always have an opportunity to make revisions.

Mr. Lewandowski reported that on June 21st the agency is holding in conjunction with the International Association of Fire Chiefs (IAFC), the Firefighter Safety Stand Down. We've opened that up to our adjunct and full-time staff and last year we had approximately 13 attendees and it was a very productive meeting. He invited any Commissioner to attend and said the day will begin with a Safety Committee meeting at 9 am with the firefighter Safety Stand Down following that meeting.

Commissioner Nicol reported that a few issues came up at the training and education meeting last week regarding use of the Regional Fire Schools. He said it was interesting to hear the apparent variation in school policies regarding use of the facilities by outside departments and the need to provide a Certificate of Insurance. The other issue was free

lancing and apparently there are instructors out there using local departments to get into the Regional Schools to conduct private training. There is a big liability concern amongst the Directors of the Regional Schools. He said he was glad to hear those discussions and wanted to share that with the Commission.

Commissioner Johnson stated that when we talk about the June School and interest in training, he attended his first June school in New Haven back in 1957 or 1958 and was very active in that. He said he recently attended a meeting of the Connecticut Fire Department Instructors Association (CFDIA) and was very dismayed at the attendance that not one career instructor was at the meeting. In past years the June classes were predominantly taught by career instructors who were members of the drill masters. He said he plans to bring this back to the career chiefs association that fire chiefs have got to get their instructors more involved in the CFDIA and he hopes Commissioner Brady will do the same for the volunteer chiefs.

Commissioner Walsh mentioned that in future consideration of meeting locations, John Mancini has asked if the Commission would consider holding a meeting at the Brainard Airfield headquarters to allow him the opportunity to do a presentation on the USAR Team.

A **MOTION** was made by Commissioner Wilkinson and **SECONDED** by Commissioner Brady to adjourn the meeting. Motion carried.

Vice Chairman Kowalski adjourned the meeting at 12:12 pm.

Dated:

James P. Wilkinson, Secretary
Commission on Fire Prevention and Control